



GUIDE TO PARTICIPATION

The Asia-Pacific Forum on Sustainable Development (APFSD)

23 to 26 March 2021

Format of the 8th Asia-Pacific Forum on Sustainable Development under the COVID-19 pandemic

The COVID-19 pandemic continues to change the way we live and work. To ensure the safety and wellbeing of all participants as well as taking into account the on-going travel restrictions in many countries, it is decided that the Asia-Pacific Forum on Sustainable Development (APFSD) will be held in a hybrid modality with the option for Bangkok-based representatives to join the meeting in-person at the United Nations Conference Centre, Bangkok (UNCC), as far as the COVID-19 pandemic situation remains stable.

For the APFSD to proceed as smoothly as possible, given time constraints, it is requested that interventions during the plenary sessions be brief and focus on the substantive agenda items only and directly address the specific issues for discussion. This will allow the Chair to give an opportunity to all participants requesting the floor, to present their statements and contribute to the discussions. We would like to thank everyone in advance for your understanding and cooperation.

Platforms for Participation

The following platforms are being used for participation and interventions in main agenda items.

- (1) UNCC conference room for Bangkok-based representatives (March 23, March 25-26);
- (2) KUDO platform for virtual participation (March 23, March 25-26);
- (3) ZOOM platform for virtual participation (March 24).

All plenary sessions on March 23, 25 and 26 will also be streamed via Youtube. Associated events and side events may use other modalities. Please see the Annex for an overview on all platforms.

UNCC Conference Room

Bangkok-based representatives from member States, associate members, intergovernmental organizations, and United Nations entities have the option to join the meeting in-person at the UNCC for plenary sessions. Delegates who wish to be present in the conference room need to be on the delegation list and registered. Given the COVID-19 preventive measures and limited seating capacity due to physical distancing requirements, only registered participants holding a meeting badge will be able to enter the conference room.

KUDO platform

With regards to virtual participation through the KUDO platform, delegates connected remotely who wish to speak need to be on the delegation list, registered and nominated as speaker.

Given the technical limitations of conducting the meeting through a virtual platform and in view of the operational requirements, each ESCAP member state and associate member will be provided with a maximum of three KUDO connections. Permanent observers of the Commission, intergovernmental organizations and United Nations entities will be given one KUDO connection. Constituencies of major groups and other stakeholders will be provided with two KUDO connections each, identified in collaboration with the Asia-Pacific Regional Civil Society Engagement Mechanism.

If after allocating all the KUDO connections to confirmed participants, there remain unused connections, these may be distributed to additional participants upon request. Please note, however, that time constraints may not allow for everyone with access to speak, and that the KUDO connection is not transferable. It is possible to use one KUDO connection to access the platform from a meeting room or office for multiple delegates, provided that the respective meeting room's conference/AV system is adequately linked to KUDO and physical distancing is maintained in that location in accordance with national contexts and guidelines.

A guide to using the KUDO platform will be shared in due course with nominated speakers during the session. All speakers and delegates who wish to take the floor during the meeting will be required to attend a [KUDO test-run session on March 22, 13:00-15:00](#), which they will be familiarized with the platform and test their connections. It is especially important for those who will join the KUDO platform from a meeting room, so they can see if the meeting room's conference/AV system is adequately linked to KUDO.

ZOOM platform

The ZOOM platform will only be used on March 24, 10:00-16:00, for the *Agenda item 2: 9 Roundtables reviewing SDGs 1, 2, 3, 8, 10, 12, 13, 16 and 17*. Delegates connected remotely who wish to attend need to be on the delegation list. Delegations are kindly requested to indicate the session you are interested [here](#) and a guide to using the platform/ the meeting link will be shared in due course.

YouTube platform

Delegations may follow all the proceedings **except** the 9 Roundtables reviewing SDGs on March 24, 10:00-16:00, via the live broadcast at a link to be published on the [APFSD website](#) under "Programme".

Letter of credential and online registration

As advised in the invitation letter, each government delegation is required to submit a letter of credentials, duly signed by the appropriate authority of the respective Government, at the latest by 16 March 2021. Only delegates who appear on the credentials will be recognized in the list of participants.

Letters of credential should be sent via email to escap-apfsd@un.org. If you wish to send originals, the following address can be used:

*Environment Development Division
United Nations Building, 5th Floor Block A, Rajdamnern Nok Avenue
Bangkok 10200, Thailand*

In addition to submitting a letter of credentials, each delegate who appears in the letter of credentials is required to register online as soon as possible before 16 March 2021 at <https://meetings.unescap.org/>. Only registration of accredited delegates will be accepted.

Representatives of Major groups and other stakeholders wishing to participate in the APFSD must have been directly invited, responded to the call for participation (now closed) and received confirmation of registration from the Secretariat, to participate.

Interventions by ESCAP member States, associate members, Permanent Observers and Other United Nations Observers, Intergovernmental Organizations, United Nations entities and representatives of major groups and other stakeholders

Due to time constraints, the Asia-Pacific Forum on Sustainable Development will consider substantive and related procedural issues brought to it for action under Agenda item 2 and 3 in the annotated provisional agenda. Delegations' interventions focused on the substantive issues for consideration in this agenda item are welcome.

Delegations are advised that official statements should not exceed *three minutes*.

For Agenda Item 2, delegations may wish to share their views and experiences in respect of the theme of the Forum “Sustainable and resilient recovery from the COVID-19 pandemic in Asia and the Pacific” and on the progress of implementation of the Sustainable Development Goals at the country and regional level by preparing 3 minutes interventions.

On March 24, delegations participating in the parallel roundtables are ***not*** invited to prepare official statements. The moderated discussion will allow a free and informal discussion among participants.

For Agenda Item 3, on March 25, delegations may wish to share their views on opportunities for accelerated implementation of the 2030 Agenda in the region and express their commitment to supporting the decade of action for the Sustainable Development Goals. They may want to focus on the UN system wide regional reporting, the goals under in-depths review, or the Voluntary National Reviews.

Documents and interpretation

Pre-session documents are available in Chinese, English, French and Russian and will be posted on the documents page of the [APFSD website](#).

Only the KUDO platform provides live simultaneous interpretation in the four official languages of ESCAP. Details on how to choose an interpretation channel will be provided in the KUDO participation guide distributed to confirmed participants. Real-time captioning and the sign-language will also be made available [here](#) (kindly note the link will be activated when the session begins).

Consent/Advice to be recorded

The meeting will be recorded. By joining the virtual event, participants consent to the recording and streaming of the event.

Associated events and side events

Please note that the preparatory events for civil society organizations and for youth, side events, and the launch of the SDG Partnership report organized during the Asia-Pacific Forum on Sustainable Development 2021 will be held separately and fully virtually. The platform details of each side event will be informed separately by the side event organizers in due course. The list of side events is available on the [APFSD website](#) under “side events”.

Annex I

	Tuesday, 23 March 2021	Wednesday, 24 March 2021	Thursday, 25 March 2021	Friday, 26 March 2021
On the programme:	Agenda item 1 <ul style="list-style-type: none"> Opening Agenda item 2 <ul style="list-style-type: none"> Youth dialogue on the APFSD/HLPF theme Launch of the SDG Partnership report (<i>YouTube only</i>) Review of regional progress on SDGs 	Agenda item 2 <ul style="list-style-type: none"> 9 Roundtables reviewing SDGs 1, 2, 3, 8, 10, 12, 13, 16 and 17 <i>Notes: Delegates connected remotely who wish to attend need to be on the delegation list.</i>	Agenda item 3 <ul style="list-style-type: none"> The UN acting as one on supporting the implementation of the 2030 Agenda Review of regional progress on SDGs Strengthening follow-up and review to accelerate implementation of the 2030 Agenda Agenda item 4 <ul style="list-style-type: none"> Other Matters 	Agenda item 5 <ul style="list-style-type: none"> Review and adoption of the draft report of the Forum Agenda item 6 <ul style="list-style-type: none"> Closing
Virtual platform				
Public broadcast		✗		
Physical participation at UNCC	✓	✗	✓	✓
Languages	English / Chinese /French/ Russian	English	English / Chinese /French/ Russian	English / Chinese /French/ Russian
Simultaneous Interpretation	✓	✗	✓	✓
Sign language and captioning	✓	✗	✓	✓
Registration	Registration link for the Plenary (please click)	<i>Additional</i> registration for the Roundtables (please click)	Registration link for the Plenary (please click)	Registration link for the Plenary (please click)
Technical support	sibunnan@un.org/ escap-apfsd@un.org	irene@insightpact.com	sibunnan@un.org/ escap-apfsd@un.org	sibunnan@un.org/ escap-apfsd@un.org
Type of participant: Governments				
Number of people able to access and speak at event	3 per delegation	No restrictions	3 per delegation	3 per delegation
Type of interactions	Formal statements (3 minutes)	Interactive discussions	Formal statements (3 minutes)	Formal statements (3 minutes)
Nomination required	✓	✗	✓	✓
Type of participant: International organization				
Number of people able to access and speak at event	1 per delegation	No restrictions	1 per delegation	1 per delegation
Type of interactions	Formal statements (3 minutes)	Interactive discussions	Formal statements (3 minutes)	Formal statements (3 minutes)
Nomination required	✓	✗	✓	✓
Type of participant: Major Groups and Other stakeholders				
Number of people able to access and speak at event	2 per constituency	Defined by roundtable allocations	2 per constituency	2 per constituency
Type of interactions	Consolidated formal statements (3 minutes max)	Interactive discussions	Consolidated formal statements (3 minutes max)	Consolidated formal statements (3 minutes max)
Pre-registration and approval required	✓	✓	✓	✓